



**AES**

United States

# SAP Ariba Network

Purchase Order Management for  
Standard Accounts

September 2020

# Purchase Order

# Purchase Order

## View Purchase Order

1. Click on Inbox tab to manage your Purchase Orders.
2. Inbox contains all documents and notices sent by your customer. This includes your Purchase Orders, termed as Orders and Releases, Collaboration Requests, Receipts, Remittances, etc.
3. Click the link on the Order Number column to view the purchase order details.
4. Search filters allows you to search using multiple criteria.
5. Click the arrow next to Search Filters to display the query fields. Enter your criteria and click Search.
6. Toggle the Table Options Menu to view ways of organizing your Inbox. This option allows you to show/hide PO details, group your POs and export data.

The screenshot shows the SAP Ariba Network interface. At the top, there's a navigation bar with 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Reports', and 'Messages'. Below this is a search bar with filters for 'Orders and Releases' and 'All Customers'. A table displays one purchase order with details like Order Number (4500497145), Customer (AES-TEST), and Amount (\$3,559.50 USD). A 'Search Filters' section is visible below the table, and a 'Table Options Menu' is on the right side.

The screenshot shows the 'Search Filters' section in the SAP Ariba Network interface. It includes fields for Customer (All Customers), Order Number (4500497145), Buyer Location Code, Invoice Number, Show orders by (Creation Date), and Date Range (Last 14 days). There are also checkboxes for 'Search only blanket purchase orders', 'Search only scheduling agreement releases or scheduling agreements', and 'Search only service purchase orders'. A 'Search' button and 'Reset' button are at the bottom.

The screenshot shows the 'Show / Hide Columns' menu in the SAP Ariba Network interface. It lists columns that can be shown or hidden: Type, Order Number, Ver, and Customer. All four columns are currently checked.

# Purchase Order

## Purchase Order Detail

### 1. View the details of your order.

The order header includes the PO number, information about the buying organization and PO amount.

*Note: You can always Resend a PO which was not sent to your email address, cXML or EDI properly by clicking Resend button.*

*Additional options: Export cXML to save a copy of the cXML source information Order History for diagnosing problems and for auditing total value.*

2. Line Items section describes the ordered items. Each line describes the quantity of items the customer wants to purchase and the date when they need those items delivered.

The screenshot shows the SAP Ariba Network interface for a Purchase Order. The header includes the SAP logo, Ariba Network, Enterprise Account, and TEST MODE. The PO number is 4500497145. A notification banner mentions a partnership with Uber Freight. Below the banner are buttons for 'Create Order Confirmation' and 'Create Invoice'. The 'Order Detail' tab is active, showing 'From' and 'To' information for Indianapolis Power & Light Company and TEST - CDW LLC - TEST. The 'Purchase Order' summary shows a new PO for \$3,559.50 USD. The 'Line Items' section contains one item: Makita 1/2 inch LXT Drill/Driver Kit - B, with a quantity of 10,000 (EA) and a need-by date of 31 Aug 2020. A summary box at the bottom right shows a sub-total of \$3,559.50 USD, an estimated total tax of \$249.17 USD, and an estimated grand total of \$3,808.67 USD.

**Purchase Order: 4500497145** Done

**From:**  
**Indianapolis Power & Light Company**  
1 Monument Circle  
Indianapolis , IN 46204  
United States  
Phone:  
Fax:

**To:**  
**TEST - CDW LLC - TEST**  
901 International Parkway  
Lake Mary , FL 32746  
United States  
Phone:  
Fax:  
Email: testcdwllc@gmail.com

**Purchase Order (New)**  
**4500497145**  
Amount: \$3,559.50 USD

**Line Items** Show Item Details

Line #	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	
10	MakDrill	Material		10.000 (EA)	31 Aug 2020	\$355.95 USD	\$3,559.50 USD	\$249.17 USD	<a href="#">Details</a>
	Makita 1/2 inch LXT Drill/Driver Kit - B								

Order submitted on: Friday 14 Aug 2020 8:00 AM GMT-04:00  
Received by Ariba Network on: Friday 14 Aug 2020 10:54 AM GMT-04:00  
This Purchase Order was sent by AES-TEST AN01035969384-T and delivered by Ariba Network.

Sub-total: \$ 3,559.50 USD  
Est. Total Tax: \$ 249.17 USD  
Est. Grand Total: \$ 3,808.67 USD

# Purchase Order

## Create PDF of PO

1. Select 'Download PDF' from the PO header and choose the output format – PDF, CSV or cXML.

*Note: If the document exceeds .1,000 lines or is larger than 1MB in size, details are not shown in the UI. Therefore, the detail is not included in the PDF generated.*

The screenshot displays the SAP Ariba Network interface for a Purchase Order. The header includes the SAP logo, 'Ariba Network', 'Enterprise Account', and a 'TEST MODE' indicator. The main title is 'Purchase Order: 4500497145'. A yellow banner below the title contains a warning icon and text: 'SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. Learn more'. Below the banner are two buttons: 'Create Order Confirmation' and 'Create Invoice'. A navigation bar shows 'Order Detail' and 'Order History'. The main content area is divided into three columns: 'From' (Indianapolis Power & Light Company), 'To' (TEST - CDW LLC - TEST), and 'Purchase Order' (4500497145, Amount: \$3,559.50 USD). A dropdown menu is open on the right, showing options: 'Download PDF', 'Download CSV', and 'Export cXML'. A 'Done' button is visible in the top right corner.

# Purchase Order

## Viewing Order History

Use **Order History** to identify:

- Who created a document
- What occurred with the document
- The date and time stamps of the various processes that have affected a document
- Line Item level information

Purchase Order: 4500349546 Done

[Order Detail](#) [Order History](#)

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Purchase Order: 4500349546  
Order Status: New  
Submitted On: 18 May 2020 5:00:00 PM GMT-07:00

From Customer:  
Routing Status: Sent

### History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-125008044	19 May 2020 12:37:46 PM
Sent	The HTML order was sent to the supplier's Inbox.	ANPODispatcher-125007021	19 May 2020 12:37:47 PM

# Purchase Order

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Purchase Order: 4500349546 Done

[Order Detail](#) [Order History](#)

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# Purchase Order

## Accessing a Purchase Order

You will receive a Purchase Order via email from through the Ariba Network

Locate and open the email

1. Click on **Continue** on the Order Number

*Note: You cannot access the Purchase Order via the Ariba Network **ONLY** via the email*

2. Accessing the order will allow you to perform the required tasks, for example creating Order Confirmation, Service Entry Sheet or Invoice

Confirm orders from your buyers Inbox x

AribaNetworkAdmin@ariba.com <ordersender-prod@ansmtp.ariba.com> 2:00 AM (14 hours ago) ☆ ↶ ⋮

to me ▾



Hello TEST -

Your customers sent you purchase orders through [Ariba Network](#). You can select an order number to review the order and send a confirmation.

Order Number	Customer	Order Date	Order Status
<a href="#">4500349546</a>	TEST	18 May 2020	New
<a href="#">4500349488</a>	TEST	18 May 2020	New

# Order Confirmations (OC)

# Order Confirmations

## Overview

An Order Confirmation is a formal acknowledgment of the purchase order details and indicates supplier's commitment to comply with the terms of the purchase.

An Order Confirmation is a requirement prior to the creation of service entry sheet for service POs and invoice for goods POs.

There are 3 options to create an order confirmation:

**Confirm Entire Order** – supplier confirms that order may be fulfilled in full according to the terms of the purchase.

**Update Line Items** – supplier confirms partial quantity may be fulfilled according to the terms of the purchase, and the rest may either be delayed or may need to be altered from original requirements.

**Reject Entire Order** – supplier confirms that entire order cannot be fulfilled.

The screenshot displays the SAP Ariba Network interface for a Purchase Order (PO) with ID 4500497145. The header includes the SAP logo, 'Ariba Network', 'Enterprise Account', and a 'TEST MODE' indicator. A 'Done' button is located in the top right corner. A yellow notification banner states: 'SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. Learn more'. Below the notification, there are two main buttons: 'Create Order Confirmation' (with a dropdown menu) and 'Create Invoice'. The dropdown menu for 'Create Order Confirmation' is open, showing three options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. A 'History' link is also visible. The main content area shows the 'FROM' and 'TO' information. The 'FROM' field is filled with 'Indianapolis Power & Light Company' and its address: '1 Monument Circle, Indianapolis, IN 46204, United States'. The 'TO' field is filled with 'TEST - CDW LLC - TEST', '901 International Parkway, Lake Mary, FL 32746, United States'. The 'Purchase Order' summary on the right shows '(New)', '4500497145', and 'Amount: \$3,559.50 USD'. There are also icons for download, print, and more options.

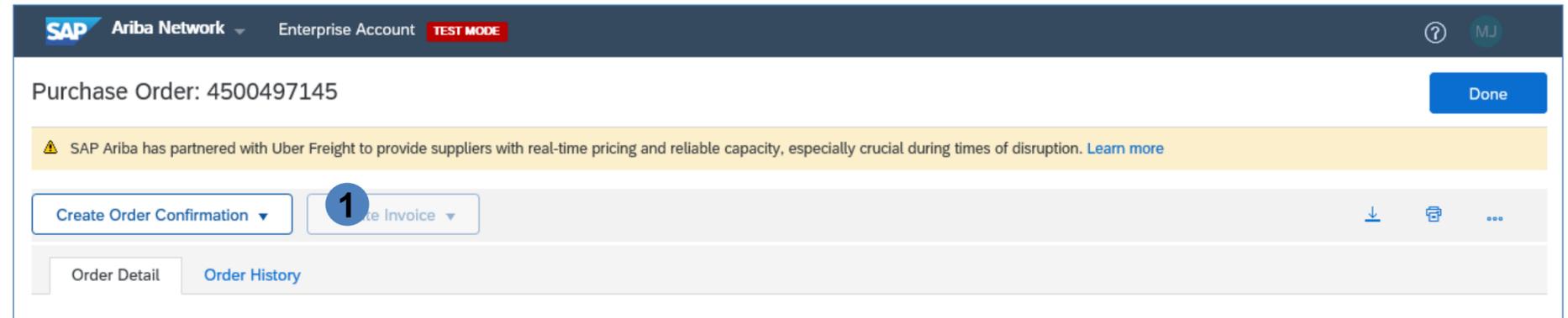
**Note:**

***Reject Entire Order should only be chosen when supplier does not have any means to fulfill the order. It serves as notice to the Buyer that order should be placed to another supplier. Confirmations and Rejections cannot be edited and are considered final once submitted.***

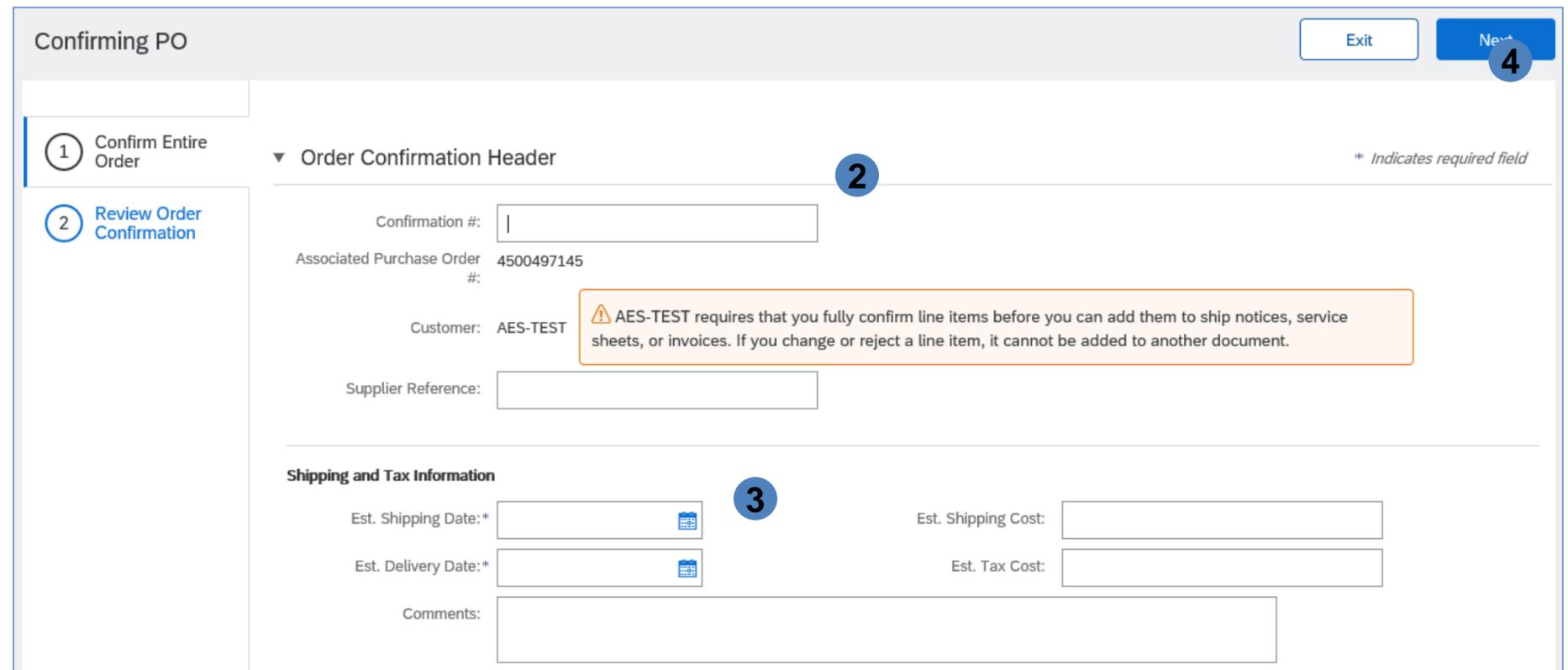
# Order Confirmations

## Confirm Entire Order

1. From the PO header, click on 'Create Order Confirmation' button and choose 'Confirm Entire Order'.
2. Enter Confirmation Number which is any number you use to identify the order confirmation.
3. Est. Shipping Date and Est. Delivery Date are mandatory fields. This information applies for all line items.
4. Click Next when finished.



This screenshot shows the SAP Ariba Network interface for a Purchase Order (PO) with ID 4500497145. The header includes the SAP logo, 'Ariba Network', 'Enterprise Account', and a 'TEST MODE' indicator. A 'Done' button is visible in the top right. A yellow banner contains a warning about SAP Ariba's partnership with Uber Freight. Below the banner, there are two buttons: 'Create Order Confirmation' and 'Create Invoice'. The 'Create Order Confirmation' button is highlighted with a blue circle containing the number '1'. At the bottom, there are tabs for 'Order Detail' and 'Order History'.



This screenshot shows the 'Confirming PO' screen in SAP Ariba. The left sidebar contains a navigation menu with two items: '1 Confirm Entire Order' and '2 Review Order Confirmation'. The main area is titled 'Order Confirmation Header' and contains several input fields: 'Confirmation #' (with a blue circle '2' next to it), 'Associated Purchase Order #' (pre-filled with 4500497145), 'Customer' (pre-filled with AES-TEST), and 'Supplier Reference'. A warning message is displayed: 'AES-TEST requires that you fully confirm line items before you can add them to ship notices, service sheets, or invoices. If you change or reject a line item, it cannot be added to another document.' Below this is the 'Shipping and Tax Information' section, which includes 'Est. Shipping Date: \*' (with a blue circle '3' next to it), 'Est. Shipping Cost:', 'Est. Delivery Date: \*', 'Est. Tax Cost:', and a 'Comments:' field. The top right of the screen has 'Exit' and 'Next' buttons, with the 'Next' button highlighted by a blue circle '4'.

# Order Confirmations

## Confirm Entire Order

5. Review the order confirmation and click Submit.

6. Your order confirmation is sent to your customer.

SAP Ariba Network Enterprise Account TEST MODE

5

Confirming PO

Previous Submit Exit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: CDW\_1234  
Supplier Reference:

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	MakDrill Makita 1/2 inch LXT Drill/Driver Kit - B	10.000 (EA)	31 Aug 2020	\$355.95 USD	\$3,559.50 USD	\$249.17 USD

Current Order Status:  
**10.000 Confirmed With New Date** (Estimated Shipment Date: 18 Aug 2020; Estimated Delivery Date: 25 Aug 2020)

Once the order confirmation is submitted, the Order Status will display as Confirmed.

When viewing documents online, links to all related documents are displayed.

Click Done to return to the Inbox.

SAP Ariba Network Enterprise Account TEST MODE

Purchase Order: 4500497145 Done

SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. [Learn more](#)

Create Order Confirmation Create Invoice

Order Detail Order History

From: Indianapolis Power & Light Company  
1 Monument Circle  
Indianapolis, IN 46204  
United States  
Phone:  
Fax:

To: TEST - CDW LLC - TEST  
901 International Parkway  
Lake Mary, FL 32746  
United States  
Phone:  
Fax:  
Email: testcdwllc@gmail.com

(Confirmed)  
Purchase Order  
(New)  
4500497145  
Amount: \$3,559.50 USD

Payment Terms  
0.000% 30  
Net due within 30 days-DD

Contact Information

Routing Status: Acknowledged  
External Document Type: PO Ariba Buying (YNAB)  
Related Documents: [OC-7040](#)

# Order Confirmations

## Update Line Items

1. From the PO header, click on 'Create Order Confirmation' button and choose 'Update Line Items'.
2. Enter Confirmation Number which is any number you use to identify the order confirmation.
3. Est. Shipping Date and Est. Delivery Date are mandatory fields. Note that there is an option to enter shipping information at the line item level.

Purchase Order: 4500497145

Done

⚠️ SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. [Learn more](#)

Create Order Confirmation **1** Update Invoice

Order Detail Order History

Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header **2** \* Indicates required field

Confirmation #: |

Associated Purchase Order #: 4500497145

Customer: AES-TEST ⚠️ AES-TEST requires that you fully confirm line items before you can add them to ship notices, service sheets, or invoices. If you change or reject a line item, it cannot be added to another document.

Supplier Reference: |

Shipping and Tax Information **3**

Enter shipping and tax information at the line item level.

Est. Shipping Date: | Est. Shipping Cost: |

Est. Delivery Date: | Est. Tax Cost: |

Comments: |

# Order Confirmations

## Update Line Items

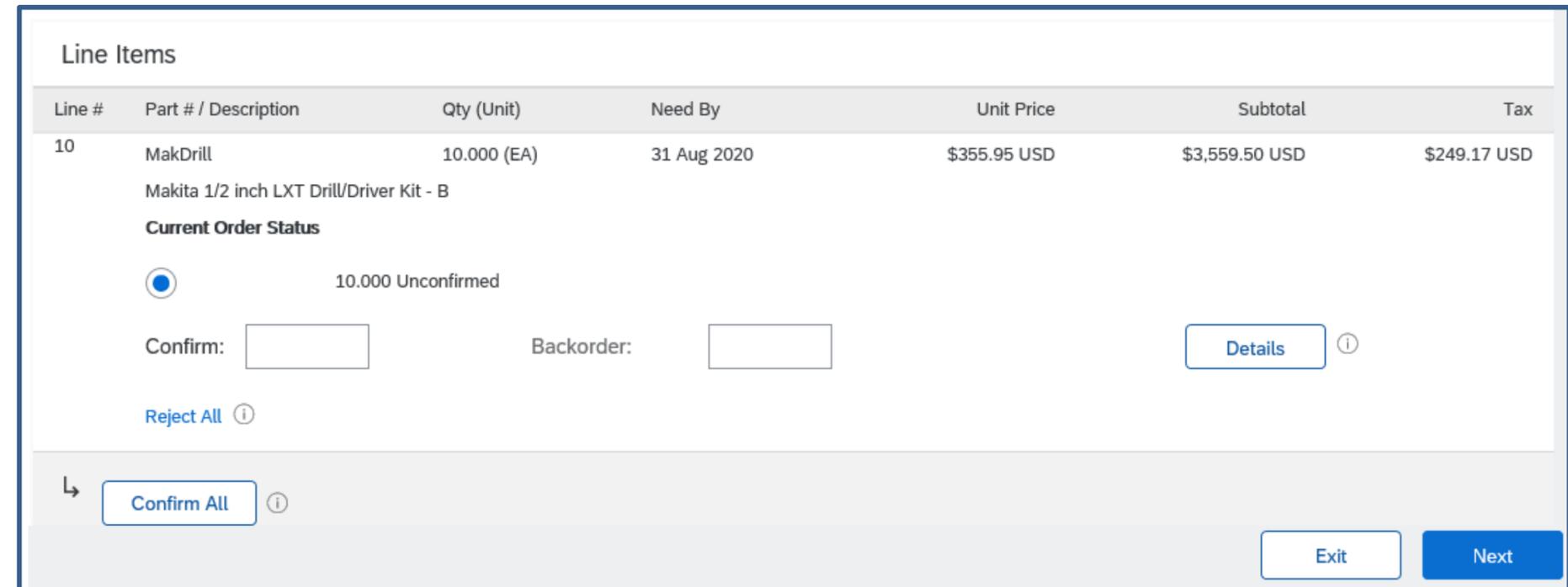
4. On the Line Items section, there are fields for entering confirmed quantities and quantities for backorder. Click Details to enter shipping and delivery dates and additional comments.

5. Click Next when finished.

6. Review the order confirmation and click Submit.

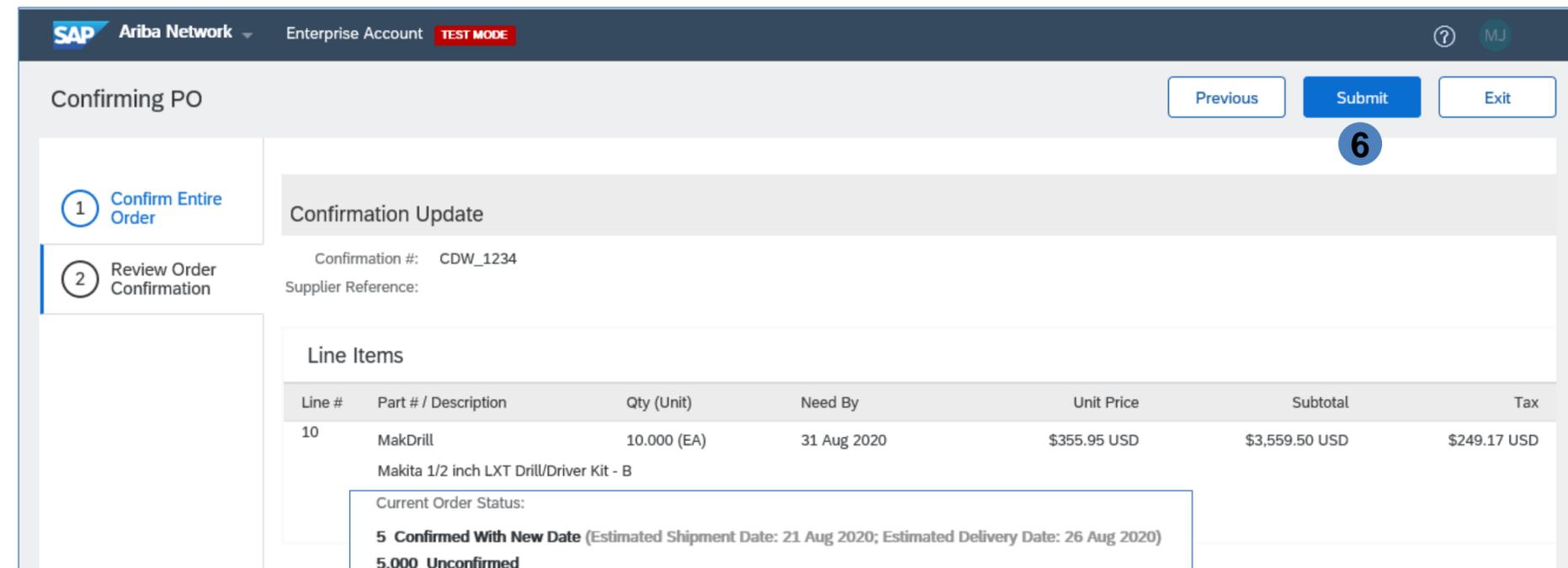
7. Your order confirmation is sent to your customer.

Once the order confirmation is submitted, the Order Status will display as Partially Confirmed.



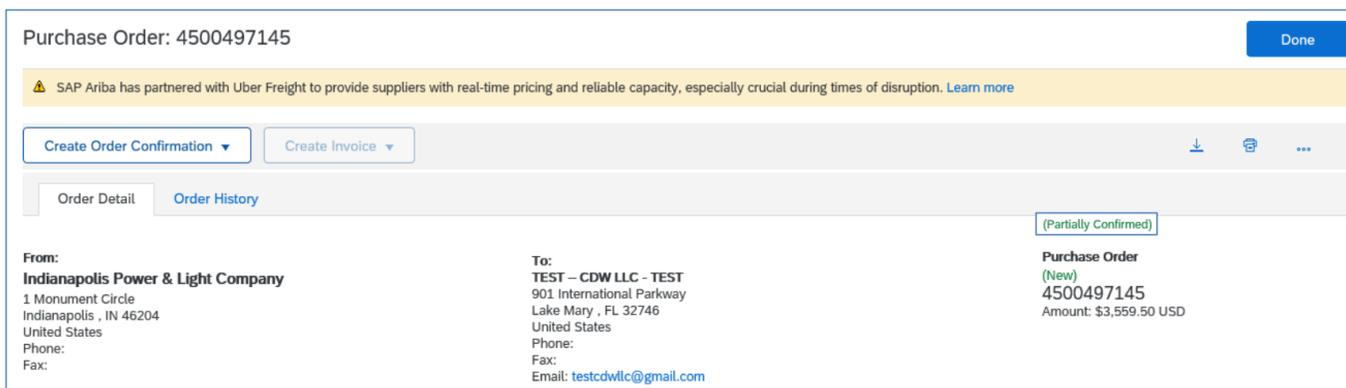
The screenshot shows the 'Line Items' section of a SAP interface. It features a table with columns: Line #, Part # / Description, Qty (Unit), Need By, Unit Price, Subtotal, and Tax. The table contains one row for Line # 10, 'MakDrill', with a quantity of 10.000 (EA) and a need by date of 31 Aug 2020. Below the table, there is a 'Current Order Status' section with a radio button selected for '10.000 Unconfirmed'. There are input fields for 'Confirm:' and 'Backorder:', a 'Details' button, and a 'Reject All' link. At the bottom, there is a 'Confirm All' button and 'Exit' and 'Next' buttons.

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	MakDrill Makita 1/2 inch LXT Drill/Driver Kit - B	10.000 (EA)	31 Aug 2020	\$355.95 USD	\$3,559.50 USD	\$249.17 USD



The screenshot shows the 'Confirming PO' screen in SAP. It includes a navigation bar with 'SAP Ariba Network', 'Enterprise Account', and 'TEST MODE'. The main content area has a 'Confirming PO' header and a 'Confirmation Update' section. The 'Confirmation Update' section shows 'Confirmation #: CDW\_1234' and 'Supplier Reference:'. Below this is a 'Line Items' table with the same data as the previous screenshot. A 'Current Order Status' section shows '5 Confirmed With New Date (Estimated Shipment Date: 21 Aug 2020; Estimated Delivery Date: 26 Aug 2020)' and '5.000 Unconfirmed'. The screen also has 'Previous', 'Submit', and 'Exit' buttons, and a large number '6' in a circle.

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	MakDrill Makita 1/2 inch LXT Drill/Driver Kit - B	10.000 (EA)	31 Aug 2020	\$355.95 USD	\$3,559.50 USD	\$249.17 USD



The screenshot shows the 'Purchase Order: 4500497145' confirmation screen. It includes a 'Done' button and a notification banner about SAP Ariba's partnership with Uber Freight. There are buttons for 'Create Order Confirmation' and 'Create Invoice'. The order status is '(Partially Confirmed)'. The screen displays 'From:' and 'To:' information for 'Indianapolis Power & Light Company' and 'TEST - CDW LLC - TEST'. It also shows 'Purchase Order (New) 4500497145' with an amount of \$3,559.50 USD.

# Order Confirmations

## Reject Entire Order

1. From the PO header, click on 'Create Order Confirmation' button and choose 'Reject Entire Order'.

2. Enter Confirmation Number which is any number you use to identify the order confirmation.

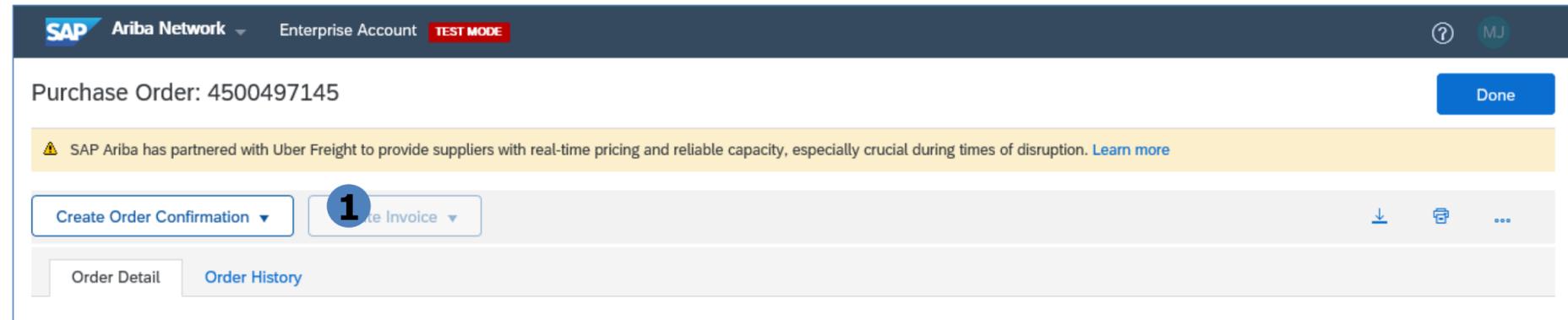
3. Choose Rejection Reason from the dropdown list and enter comments, as necessary.

*Note: Reject Entire Order should only be chosen when supplier does not have any means to fulfill the order. It serves as notice to the Buyer that order should be placed to another supplier.*

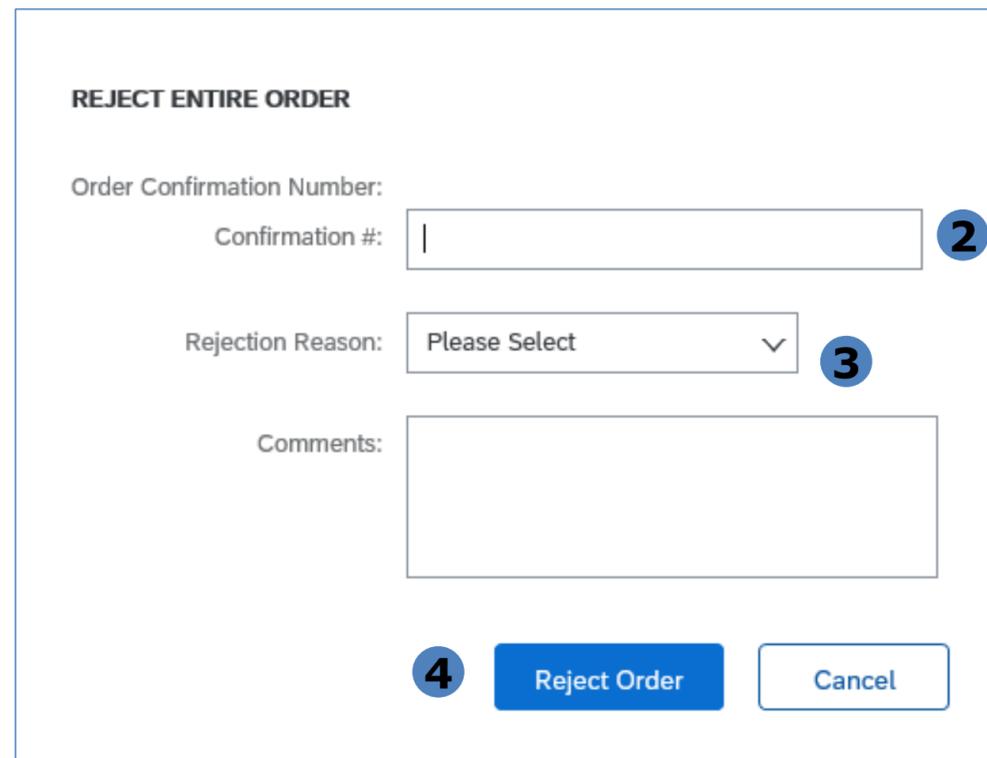
Rejections cannot be edited and are considered final once submitted.

4. Click Reject Order when finished.

Once the order confirmation is submitted, the Order Status will display as Rejected.



The screenshot shows the SAP Ariba Network interface for a Purchase Order (PO) with ID 4500497145. The header includes the SAP logo, 'Ariba Network', 'Enterprise Account', and 'TEST MODE'. A 'Done' button is in the top right. A yellow banner contains a warning about SAP Ariba's partnership with Uber Freight. Below the banner are two buttons: 'Create Order Confirmation' and 'Create Invoice'. A blue circle with the number '1' is placed over the 'Create Invoice' button. At the bottom, there are tabs for 'Order Detail' and 'Order History'.



The screenshot shows the 'REJECT ENTIRE ORDER' form. It has a title 'REJECT ENTIRE ORDER' and a label 'Order Confirmation Number:'. Below this is a text input field for 'Confirmation #' with a blue circle '2' next to it. Below that is a dropdown menu for 'Rejection Reason:' with 'Please Select' and a downward arrow, and a blue circle '3' next to it. Below the dropdown is a text area for 'Comments:'. At the bottom, there are two buttons: 'Reject Order' and 'Cancel'. A blue circle '4' is placed over the 'Reject Order' button.